



Office of Montana Secretary of State
Linda McCulloch



Petition Processing

Click on Petitions to access the petition Module

MT VOTES
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User: Miller, Alan County: STATE OF MT Date: 02/29/2012 Password Help Exit

Montana VOTES

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MT Votes: Petition Module
Updated 10/7/2011 by ZRM

Montana Secretary of State
Linda McCulloch

The petition search screen will display.
You can search by: petition #, title, district type, status, or district.
If you search by title, you can use the full title or the wildcard (%).

[illegible]

ADDING A NEW PETITION:

Click the “new” to begin

[illegible]

Enter in all available information for the new petition.
For statewide petitions, the SOS office staff will enter the petition.

The screenshot shows a web-based application window titled "Petitions". The interface includes a navigation bar with "Petition", "Circulators", "Signatures", and "Reports". A "Voter Search Help" link is in the top right. The main form is divided into several sections:

- Petition Description:** Contains fields for "Filing Officer" (Missoula), "Group" (with a "Group Information" button), "Petition #" (highlighted), "District" (dropdown), "Type" (dropdown), "Scope" (dropdown), "Status" (Active), "Title", and "Summary".
- Date Filed:** 10/05/2011, with fields for "Certified Date", "Election Date", "Start Circulation", "End Circulation", "Req'd Signatures", and "Max Lines".
- Circulator(s):** A table with a "Name" column and buttons for "New", "Detail", and "Delete".
- Candidate:** Fields for "Position" (dropdown), "Name", and buttons for "New", "Detail", and "Delete".
- Signature Statistics:** A table with columns "County", "Signature", "Size", "Accepted", "Rejected", and "Remaining". Below the table are buttons for "Delete", "Preprocess Sheets", and "Process Signatures".
- Process Signatures:** A field for "Submittal #" and a "Process" button.

At the bottom of the window are "Refresh", "Save", and "Close" buttons.

NOTE: If you receive a statewide petition such as a presidential petition or independent legislative petition, let the SOS office know so that the SOS office staff can enter the petition.

Click the “Save” button once all information has been entered.

A confirmation message will display at the top of the screen.

Click the refresh button at the bottom left before moving on.

Edit Petition

Petition Circulators Signatures Reports

The record has been created successfully. [Voter Search](#) [Help](#)

Petition Description

Filling Officer: Missoula Group: [Group Information](#)

Petition #: 03-01 District: SEELEY LAKE FIRE - SLY FIRE

Type: Initiative / Referendum Scope: City Status: Active

Title: DIVIDE SEELEY LAKE FIRE DISTRICT

Summary: SHALL THE VOTESR OF SEELEY LAKE BE ALLOWED TO VOTE ON DIVIDING THE CURRENT SEELEY LAKE FIRE DISTRICT

Date Filed: 12/02/2009 Certified Date: Election Date: 11/03/2010

Start Circulation: 12/02/2009 End Circulation: 07/10/2010 Req'd Signatures: Max Lines: 5

Circulator(s)

Name

[New](#) [Detail](#) [Delete](#)

Candidate

Position:

Name:

[New](#) [Detail](#) [Delete](#)

Signature Statistics

Signature	Size	Accepted	Rejected	Remaining

[Delete](#) [Preprocess Sheets](#) [Process Signatures](#)

Process Signatures

Submittal #: [Process](#)

[Refresh](#) [Save](#) [Close](#)

CIRCULATORS CAN BE ADDED AT THIS POINT, OR ONCE YOU HAVE RECEIVED SUBMITTALS.

Petitions
Petition Circulators Signatures Reports

[Voter Search](#) [Help](#)

Petition Description

Filing Officer: Group:

Petition #: District:

Type: Scope: Status:

Title:

Summary:

Date Filed: Certified Date: Election Date:

Start Circulation: End Circulation: Req'd Signatures: Max Lines:

Circulator(s)

Name:

Signature Statistics

Signature	Size	Accepted	Rejected	Remaining

Candidate

Position:

Name:

Process Signatures

Submittal #:

THE NEW PETITION WILL NOW DISPLAY ON THE MAIN
PETITION MODULE SEARCH SCREEN.

[illegible]

CLICK ON THE NEW SUBMITTAL TO HIGHLIGHT IT.
CLICK THE DETAIL BUTTON TO VIEW FULL PETITION DETAILS.

[illegible]

PREPROCESS SHEETS
WILL ALLOW YOU TO
DIRECTLY BEGIN
SETTING UP
SUBMITTALS TO ADD
SIGNATURES.

PROCESS SIGNATURES
ALLOWS YOU TO ADD
SIGNATURES TO A
PREVIOUSLY SETUP
SUBMITTAL.

THIS OPTION IS ONLY
AVAILABLE ONCE YOU
HAVE CREATED
SUBMITALS ON
PREPROCESS SHEETS.

ONCE YOU HAVE RECEIVED SUBMITTALS YOU MUST ENTER THE CIRCULATOR BEFORE YOU CAN PROCESS THE SHEETS.

IF THE CIRCULATOR IS ALREADY PRESENT YOU DO NOT HAVE TO RE-ENTER THEM.

Petitions
Petition Circulators Signatures Reports

[Voter Search](#) [Help](#)

Petition Description

Filing Officer: Group: [Group Information](#)

Petition #: District:

Type: Scope: Status:

Title:

Summary:

Date Filed: Certified Date: Election Date:

Start Circulation: End Circulation: Req'd Signatures: Max Lines:

Circulator(s)

Name:

[New](#) [Detail](#) [Delete](#)

Signature Statistics

Signature	Size	Accepted	Rejected	Remaining

[Delete](#) [Preprocess Sheets](#) [Process Signatures](#)

[Refresh](#)

Candidate

Position:

Name:

[New](#) [Detail](#) [Delete](#)

Process Signatures

Submittal #: [Process](#)

[Save](#) [Close](#)

CIRCULATOR INFORMATION CAN BE ENTERED MANUALLY OR BY LINKING TO A PRE-EXISTING VOTER RECORD.

ENTER THE CIRCULATOR'S NAME BEFORE ATTEMPTING TO LINK TO VOTER, SO SEARCH RESULTS ARE LIMITED.

General Information

Petition # Voter ID

Last Name First Name Middle Name

Name Suffix Effective Date Expiration Date

Contact Information

Address | Contact

Address Type	Address	Last Updated
Mailing		
Residence		
Work Address		

List of Circulators

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date

NOTE: For statewide ballot issues, circulators must be residents of the state but you do not need to verify their residency, and they do not need to be registered voters.
(For **candidate** and party qualification petitions, circulators do not need to be residents of Montana.)

Circulators

[Voter Search](#) [Help](#)

General Information

Petition # Voter ID

Last Name First Name Middle Name

Name Suffix Effective Date Expiration Date

Contact Information

Address | Contact

Address Type	Address	Last Updated
Mailing		
Residence		
Work Address		

List of Circulators

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date

THE SEARCH WILL RUN AUTOMATICALLY ONCE YOU CLICK “LINK TO VOTER”.
IF THE CIRCULATOR DOES NOT APPEAR YOU CAN ENTER MORE SPECIFIC
SEARCH CRITERIA OR ENTER THEIR INFORMATION MANUALLY.

The screenshot shows a web application window titled "Petitions". At the top, a green status bar reads "Query executed successfully. Showing total 637 records". To the right of this bar are links for "Voter Search" and "Help". Below the status bar is a "Search" section with three tabs: "General", "Residential Address", and "Mailing Address". The "General" tab is active. It contains input fields for "Last Name" (filled with "SMITH"), "First Name", and "Middle Name". There is a "Soundex" checkbox which is unchecked. Below these are fields for "Voter ID", "Birth Date From", and "Birth Date To". A "Scope" section below the search fields has radio buttons for "State" and "County" (selected), and a dropdown menu showing "Missoula". "Search" and "Clear" buttons are to the right. Below the search section is a "Search Results" table with columns: "Voter ID", "Name", "Residential Address", "Status", and "Date of Birth". The table lists several records, mostly for individuals with the last name "SMITH". At the bottom of the window are buttons for "View Summary", "Select", and "Close".

Voter ID	Name	Residential Address	Status	Date of Birth
96478	SMITH, JANE...	2699 SHEFFIELD DR , MISSOUL...	Active	07/29/1937
6555	SMITH, CYNT...	5103 SKYVIEW DR , MISSOULA,...	Active	06/13/1959
3896	SMITH, DERE...	501 SHERWOOD ST , MISSOUL...	Active	07/11/1976
7835	SMITH, SCO...	180 HORSESHOE LN , MISSOUL...	Active	10/06/1955
6001	SMITH, CAR...	9612 KEEGAN TRL , MISSOULA,...	Active	09/03/1951
5512	SMITH, JOAN...	3717 CREEKWOOD RD , MISSO...	Active	08/02/1931
5513	SMITH, KELLY	955 6TH W RIVERSIDE ST , MIS...	Inactive	12/14/1960
7146	SMITH, DAP...	5838 UPPER MILLER CR RD , MI...	Active	10/28/1949
721	SMITH, CHE...	1427 S 1ST ST W # #C MISS...	Inactive	10/10/1975

IF A SINGLE EXACT MATCH IS FOUND WHEN CLICKING THE LINK TO VOTER BUTTON IT
WILL AUTO FILL IN THAT INDIVIDUAL’S INFORMATION WITHOUT DISPLAYING THE
SCREEN ABOVE.

VERIFY ALL MANUALLY ENTERED, AND SYSTEM-POPULATED, INFORMATION
FOR ACCURACY.

CLICK SAVE.

Circulators Voter Search Help

General Information

Petition # Voter ID

Last Name First Name Middle Name

Name Suffix Effective Date Expiration Date

Contact Information

Address ☒ Contact ☐

Address Type	Address	Last Updated
Mailing		
Residence	2699 SHEFFIELD DR, MISSOULA, MT 59808	10/06/2011
Work Address		
Voter Address	2699 SHEFFIELD DR, MISSOULA, MT 59808	

List of Circulators

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date

THE NEW CIRCULATOR WILL DISPLAY IN THE LIST OF CIRCULATORS.
ADDITIONAL CIRCULATORS CAN BE ADDED OR YOU CAN CLICK CLOSE TO EXIT.

Circulators [Voter Search](#) [Help](#)

General Information

Petition # Voter ID

Last Name First Name Middle Name

Name Suffix Effective Date Expiration Date

Contact Information

Address Type	Address	Last Updated
Mailing		
Residence		
Work Address		

List of Circulators

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date
SMITH	JANET	L	96478		

THE SCREEN BELOW WILL DISPLAY WHEN MANUALLY ENTERING
IN CIRCULATOR INFORMATION.

BE SURE TO CLICK UPDATE TO SAVE ANY INFORMATION ENTERED
BEFORE CLICKING CLOSE.

The screenshot shows a window titled "Contact Detail" with a blue header bar. In the top right corner of the window, there are links for "Voter Search" and "Help". Below the header, there are two tabs: "Address" and "Contact", with "Contact" being the active tab. The form contains the following fields and controls:

- Type:** A text box containing the word "Mailing".
- Address:** A large text box for entering the address.
- City/St/Zip:** Three separate input fields for city, state (with a dropdown arrow), and zip code.
- Receive Correspondence:** A checkbox that is currently unchecked.
- Buttons:** Three buttons labeled "Update", "Delete", and "Clear". An orange arrow points directly to the "Update" button.
- Table:** A table with three columns: "Address Type", "Address", and "Last Updated". It contains three rows of data:

Address Type	Address	Last Updated
Mailing		
Residence		
Work Address		
- Close Button:** A button labeled "Close" located at the bottom right of the window.

ONCE A CIRCULATOR HAS BEEN ADDED YOU DO NOT HAVE TO ADD THEM AGAIN IF YOU RECEIVE ADDITIONAL SUBMITTALS.

DOING SO WILL ADD DUPLICATE ENTRIES.

Circulators

The record has been created successfully. [Voter Search](#) [Help](#)

General Information

Petition # Voter ID

Last Name First Name Middle Name

Name Suffix Effective Date Expiration Date

Contact Information

Address

Address Type	Address	Last Updated
Mailing		
Residence		
Work Address		

List of Circulators

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date
SMITH	JANET	L	96478		
DOE	JOHN				

ONCE FINISHED, CLICK THE CLOSE BUTTON TO RETURN TO THE PETITIONS DETAIL SCREEN.

Circulators

The record has been created successfully. [Voter Search](#) [Help](#)

General Information

Petition # Voter ID

Last Name First Name Middle Name

Name Suffix Effective Date Expiration Date


Contact Information

Address

Address Type	Address	Last Updated
Mailing		
Residence		
Work Address		

List of Circulators

Last Name	First Name	Middle Name	Voter ID	Effective Date	Expiration Date
SMITH	JANET	L	96478		
DOE	JOHN				



ONCE CIRCULATORS HAVE BEEN ADDED, CLICK THE PREPROCESS SHEETS BUTTON TO BEGIN PROCESSING A SUBMITTAL.

Petitions
Petition Circulators Signatures Reports

[Voter Search](#) [Help](#)

Petition Description

Filing Officer: Missoula Group:

Petition #: 03-01 District: SEELEY LAKE FIRE - SLY FIRE

Type: Initiative / Referendum Scope: City Status: Active

Title: DIVIDE SEELEY LAKE FIRE DISTRICT

Summary: SHALL THE VOTESR OF SEELEY LAKE BE ALLOWED TO VOTE ON DIVIDING THE CURRENT SEELEY LAKE FIRE DISTRICT

Date Filed: 12/02/2009 Certified Date: Election Date: 11/03/2010

Start Circulation: 12/02/2009 End Circulation: 07/10/2010 Req'd Signatures: Max Lines: 5

Circulator(s)

Name
DOE, JOHN
SMITH, JANET L

Signature Statistics

Signature	Size	Accepted	Rejected	Remaining

Candidate

Position:

Name:

Process Signatures

Submittal #:

THE FOLLOWING INFORMATION WILL NEED TO BE ENTERED:
SUBMITTAL NUMBER(AUTO ASSIGNED), CIRCULATOR,
RECEIVED SHEETS AND LAST GOOD LINE.

The screenshot shows the "Preprocess Sheets" application window. It has three main sections:

- Petition Summary**: Contains fields for "Petition #:" (03-01), "Title:" (DIVIDE SEELEY LAKE FIRE DISTRICT), "County:" (Missoula), "Submittal:" (empty dropdown), "Circulator:" (empty dropdown), and "Current Submittals:" (0). There are also "Auto Assign" and "Voter Search Help" links.
- Receive Bulk Sheets**: Contains fields for "Accepted Sheet:", "Receive Sheets:" (empty input), "Last Good Line:" (empty input), and a "Save" button.
- Sheet Information**: Contains fields for "Max Lines:" (5), "Approval Date:" (10/06/2017), "Page #:" (empty input), "Last Good Line:" (empty input), "GOTO:" (empty input), and a "Save" button.

Below the Sheet Information section is a large grey rectangular area and a table with two columns: "Code" and "Description". The table contains five rows of data:

Code	Description
1	Good
2	Crossed out
3	Blank
4	No signature
5	Invalid date

At the bottom of the window are four buttons: "Label", "Complete", "Clear", and "Close".

CLICK SAVE
ONCE ALL
 PREVIOUS
INFORMATION
IS ENTERED.

THE EXAMPLE BELOW IS HOW THE SCREEN SHOULD LOOK BEFORE ENTERING SHEET INFORMATION.

Preprocess Sheets																																													
The page and lines have been successfully saved.																																													
Voter Search Help																																													
Petition Summary																																													
Petition #:	03-01	Title:	DIVIDE SEELEY LAKE FIRE DISTRICT																																										
County	Missoula	Submittal	1																																										
		Auto Assign	Current Submittals 0																																										
Circulator	DOE, JOHN																																												
Receive Bulk Sheets																																													
Accepted Sheet	3	Receive Sheets	3																																										
		Last Good Line	5																																										
		<input type="button" value="Save"/>																																											
Sheet Information																																													
Max Lines	5	Approval Date	10/06/2011																																										
Page #		Last Good Line																																											
		GOTO																																											
		<input type="button" value="Save"/>																																											
		<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>1</td><td>Good</td></tr> <tr><td>2</td><td>Crossed out</td></tr> <tr><td>3</td><td>Blank</td></tr> <tr><td>4</td><td>No signature</td></tr> <tr><td>5</td><td>Invalid date</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Code	Description	1	Good	2	Crossed out	3	Blank	4	No signature	5	Invalid date																														
Code	Description																																												
1	Good																																												
2	Crossed out																																												
3	Blank																																												
4	No signature																																												
5	Invalid date																																												
		<input type="button" value="Label"/> <input type="button" value="Complete"/> <input type="button" value="Clear"/> <input type="button" value="Close"/>																																											

NOTE: When you begin entering statewide petitions, you should start with submittal 1, even if another county is already on submittal 20. Each county and each ballot issue or candidate's petition should start with submittal 1.

The screenshot shows the 'Preprocess Sheets' window. The 'Petition Summary' section displays the following information:

- Petition #:** 03-01
- Title:** DOE SEELEY LAKE FIRE DISTRICT
- County:** Missoula
- Submittal:** 1
- Auto Assign:** (button)
- Current Submittals:** 0
- Circulator:** DOE, JOHN

The 'Receive Bulk Sheets' section shows:

- Accepted Sheet:** 3
- Receive Sheets:** 3
- Last Good Line:** 5
- Save:** (button)

The 'Sheet Information' section includes:

- Max Lines:** 5
- Approval Date:** 10/06/2011
- Page #:** (empty field)
- Last Good Line:** (empty field)
- GOTO:** (empty field)
- Save:** (button)

A table with 2 columns, 'Code' and 'Description', is visible on the right side of the window. The first five rows are populated with data:

Code	Description
1	Good
2	Crossed out
3	Blank
4	No signature
5	Invalid date

An orange arrow points to the 'Title' field in the 'Petition Summary' section.

[illegible]

TO PROCESS SHEET INFORMATION, ENTER PAGE 1 AND THE SYSTEM WILL AUTOFILL THE LAST GOOD LINE ONCE YOU HIT TAB.

UPDATE LINE DESCRIPTIONS BY ENTERING A CORRESPONDING CODE FROM THE BOX TO THE LEFT. ONCE ALL ENTRIES ARE ACCURATE, CLICK THE “SAVE” BUTTON ONCE.

Preprocess Sheets

[Voter Search](#) [Help](#)

Petition Summary

Petition #: 03-01 Title: DIVIDE SEELEY LAKE FIRE DISTRICT

County: Missoula Submittal: 1 Auto Assign Current Submittals: 1

Circulator: DOE, JOHN

Receive Bulk Sheets

Accepted Sheet: 3 Receive Sheets: Last Good Line: Save

Sheet Information

Max Lines: 5 Approval Date: 10/06/2011

Page #: 1 Last Good Line: 5 GOTO: Save

Line	Code	Description
1	1	Good
2	1	Good
3	1	Good
4	1	Good
5	1	Good

Code	Description
1	Good
2	Crossed out
3	Blank
4	No signature
5	Invalid date

Label Complete Clear Close

THE EXAMPLE BELOW OUTLINES A PAGE WITH A VARIETY OF LINE DESCRIPTIONS.
CLICKING SAVE WILL ADVANCE YOU TO THE NEXT PAGE TO PROCESS.

Preprocess Sheets [Voter Search](#) [Help](#)

Petition Summary

Petition #: 03-01 Title: DIVIDE SEELEY LAKE FIRE DISTRICT

County: Missoula Submittal: 1 Auto Assign Current Submittals: 1

Circulator: DOE, JOHN

Receive Bulk Sheets

Accepted Sheet: 3 Receive Sheets: Last Good Line: Save

Sheet Information

Max Lines: 5 Approval Date: 10/06/2011

Page #: 1 Last Good Line: 5 GOTO: Save

Line	Code	Description
1	3	Blank
2	1	Good
3	2	Crossed out
4	1	Good
5	1	Good

Code	Description
1	Good
2	Crossed out
3	Blank
4	No signature
5	Invalid date

Label Complete Clear Close

CAUTION

CONTINUING TO HIT SAVE AFTER PROCESSING THE ORIGINAL NUMBER OF PAGES
SPECIFIED UNDER RECEIVED BULK SHEETS WILL CAUSE THE SYSTEM TO ADD
ADDITIONAL PAGES TO YOUR SUBMITTAL.

CONTINUE TO ENTER THE SHEET INFORMATION UNTIL EACH PAGE HAS BEEN UPDATED.

ONCE ALL THE PAGES HAVE BEEN PROCESSED CLICK THE “COMPLETE”, “CLEAR” AND “CLOSE” BUTTONS.

Preprocess Sheets [Voter Search](#) [Help](#)

Petition Summary

Petition #: 03-01 Title: DIVIDE SEELEY LAKE FIRE DISTRICT

County: Missoula Submittal: 1 Auto Assign Current Submittals: 1

Circulator: DOE, JOHN

Receive Bulk Sheets

Accepted Sheet: 3 Receive Sheets: Last Good Line: Save

Sheet Information

Max Lines: 5 Approval Date: 10/06/2011

Page #: 1 Last Good Line: 5 GOTO: Save

Line	Code	Description
1	3	Blank
2	1	Good
3	2	Crossed out
4	1	Good
5	1	Good

Code	Description
1	Good
2	Crossed out
3	Blank
4	No signature
5	Invalid date

Label Complete Clear Close

CAUTION: THE COMPLETE BUTTON MUST BE CLICKED BEFORE CLICKING CLOSE.

RECENT FUNCTIONALITY UPGRADES NOW ALLOW YOU TO GENERATE A BATCH OF LABELS WHICH CORRESPOND TO EACH SUBMITTAL YOU HAVE ENTERED.

CLICKING THE “LABEL” BUTTON WILL GENERATE A REPORT WHICH CONTAINS A SINGLE BARCODED LABEL FOR EACH SUBMITTAL.

Petition Summary

Petition #: 03-01 Title: DIVIDE SEELEY LAKE FIRE DISTRICT

County: Missoula Submittal: 1 Auto Assign Current Submittals: 1

Circulator: DOE, JOHN

Receive Bulk Sheets

Accepted Sheet: 3 Receive Sheets: Last Good Line: Save

Sheet Information

Max Lines: 5 Approval Date: 10/06/2011

Page #: 1 Last Good Line: 5 GOTO: Save

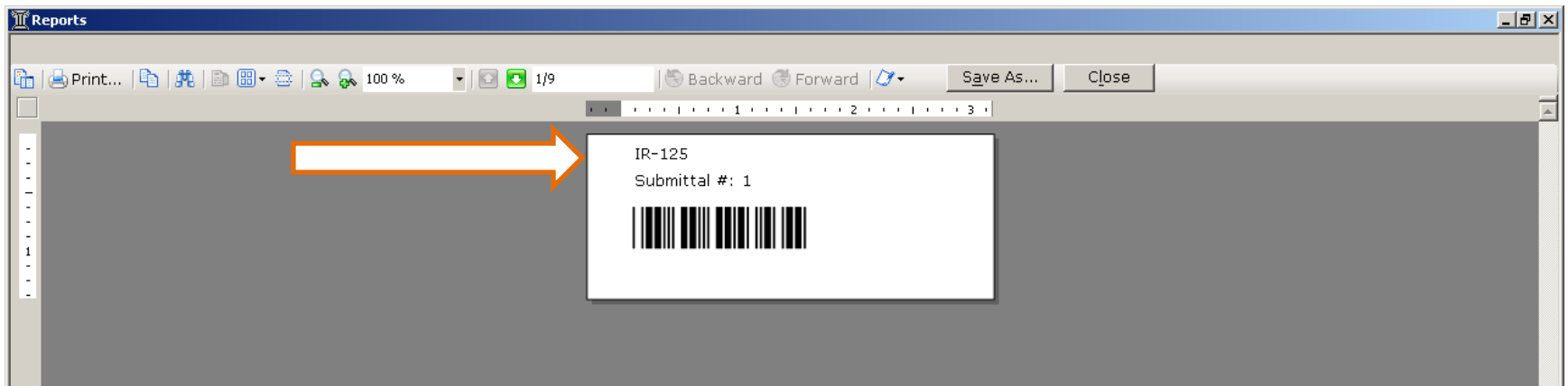
Line	Code	Description
1	3	Blank
2	1	Good
3	2	Crossed out
4	1	Good
5	1	Good

Code	Description
1	Good
2	Crossed out
3	Blank
4	No signature
5	Invalid date

Label Complete Clear Close

BELOW IS AN EXAMPLE OF A PETITION SUBMITTAL LABEL.

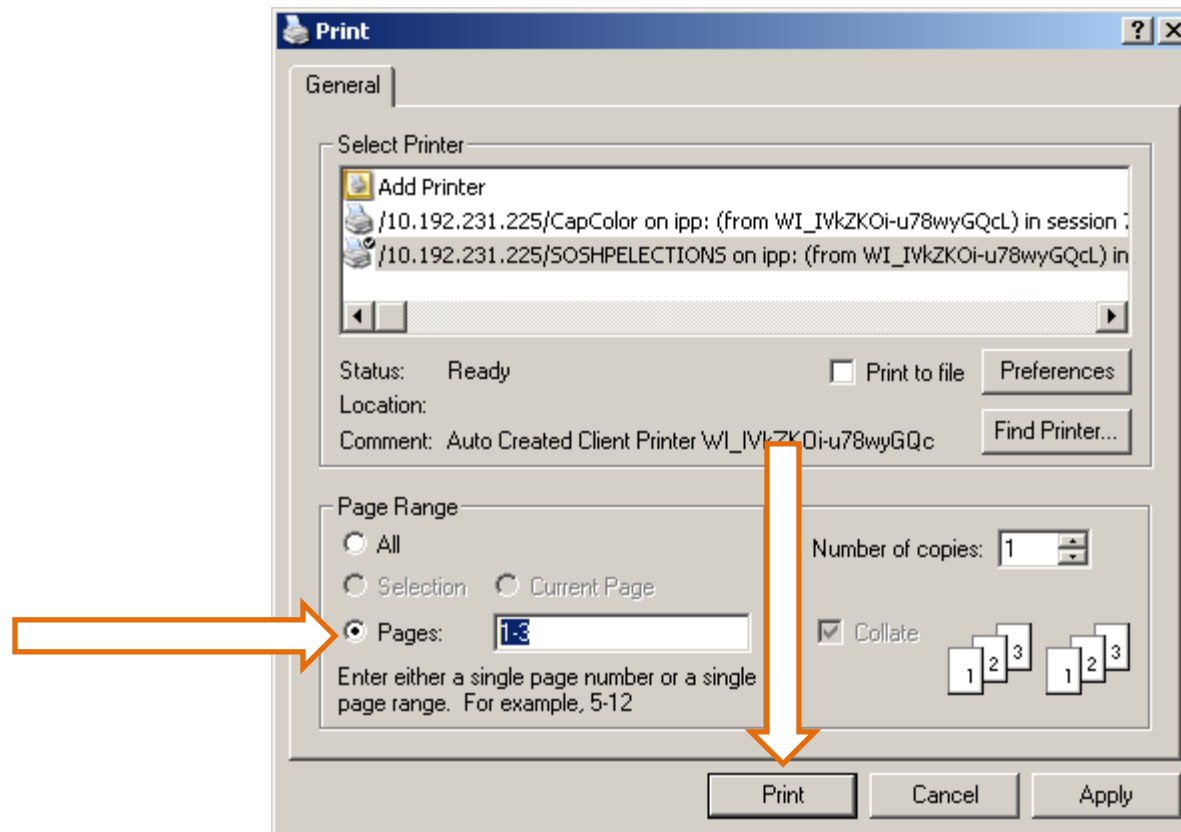
EACH TIME YOU GENERATE THIS REPORT IT WILL CREATE A LABEL FOR EVERY SUBMITTAL ENTERED IN THE SYSTEM.



WHEN PRINTING BE SURE TO SELECT THE APPROPRIATE PRINTER.

WARNING: IF YOU PREFER NOT TO PRINT EVERY LABEL, YOU CAN SPECIFY WHICH PAGES YOU WOULD LIKE BEFORE CLICKING PRINT.

NOTE: Even if you choose not to print labels, please be sure to number the affidavits with a submittal number.



ONCE YOU HAVE CLOSED OUT OF PREPROCESS SHEETS YOU WILL RETURN TO THE PETITION DETAIL SCREEN.

CLICK REFRESH TO ENSURE ALL INFORMATION IS UP-TO-DATE.

Petitions

Petition Circulators Signatures Reports

[Voter Search](#) [Help](#)

Petition Description

Filling Officer: Missoula Group:

Petition #: 03-01 District: SEELEY LAKE FIRE - SLY FIRE

Type: Initiative / Referendum Scope: City Status: Active

Title: DIVIDE SEELEY LAKE FIRE DISTRICT

Summary: SHALL THE VOTESR OF SEELEY LAKE BE ALLOWED TO VOTE ON DIVIDING THE CURRENT SEELEY LAKE FIRE DISTRICT

Date Filed: 12/02/2009 Certified Date: Election Date: 11/03/2010

Start Circulation: 12/02/2009 End Circulation: 07/10/2010 Req'd Signatures: Max Lines: 5

Circulator(s)

Name
DOE, JOHN
SMITH, JANET L

Candidate

Position:

Name:

Signature Statistics

Signature	Size	Accepted	Rejected	Remaining
1 - 1	13	0	0	13

Process Signatures

Submittal #:

TO PROCESS SIGNATURES, HIGHLIGHT THE SUBMITTAL AND CLICK ON THE PROCESS SIGNATURES BUTTON.

ALTERNATIVELY, IF YOU HAVE ALREADY PRINTED SUBMITTAL BARCODE LABELS FROM PREPROCESS SHEETS, YOU MAY SCAN THEM IN THE PROCESS SIGNATURE FIELD.

Petitions

Petition Circulators Signatures Reports

[Voter Search](#) [Help](#)

Petition Description

Filling Officer: Missoula Group:

Petition #: 03-01 District: SEELEY LAKE FIRE - SLY FIRE

Type: Initiative / Referendum Scope: City Status: Active

Title: DIVIDE SEELEY LAKE FIRE DISTRICT

Summary: SHALL THE VOTESR OF SEELEY LAKE BE ALLOWED TO VOTE ON DIVIDING THE CURRENT SEELEY LAKE FIRE DISTRICT

Date Filed: 12/02/2009 Certified Date: Election Date: 11/03/2010

Start Circulation: 12/02/2009 End Circulation: 07/10/2010 Req'd Signatures: Max Lines: 5

Circulator(s)

Name
DOE, JOHN
SMITH, JANET L

Signature Statistics

Signature	Size	Accepted	Rejected	Remaining
1 - 1	13	0	0	13

Candidate

Position: Name:

Process Signatures

Submittal #:

ON THE PETITION SIGNATURE QUERY SCREEN CLICK THE “NEXT UNPROCESSED” BUTTON TO BEGIN PROCESSING SIGNATURES.

[illegible]

THE SIGNATURE PROCESSING SCREEN ALLOWS YOU TO SEARCH FOR THOSE INDIVIDUALS THAT HAVE SIGNED THE PETITION YOU ARE WORKING.

IF A VOTER RECORD IS FOUND IT CAN BE ACCEPTED OR REJECTED AS NEED. IF NOT FOUND IT IS REJECTED AS NOT REGISTERED.

NOTE: The Signed Date has been changed to the Processed Date, which will automatically default to the current system date. This date can be modified.

Signature Processing

Signature Options Reports

Voter Search Help

Petition #: L1234 Title: Petition to Place Referendum No. IR-125 on the Ballot Petition Status: Active

Submittal: 1

Search

Last Name First Name Phone Number House #

Street Name City Zip

Mailing

Address City/St/Zip

Country Secondary Statewide Search Search Soundex Search Statewide Clear Search


Save

Status: Accepted Reason Sheet # 1 Line # 1

Name Comment Processed Date: 02/10/2012 Edit

Mark For Later Review Save & Prev Save & Next Save

Jurisdiction Gallatin F9 - Accept, Save & Next F10 - Select, Focus On Reason F11 - No Match, Focus On Name F12 - No Match, Save & Next

Signatures	Status	Address	Mailing Address	Original Reg	Effective
 Signature of Elector	Active	1211 NELSON BOZEMAN MT 59718		02/06/2004	02/06/2012

Review Registration Full Image Show All Select Not Registered Close

IF MULTIPLE SEARCH RESULTS DISPLAY, YOU WILL HAVE TO CLICK ON ONE TO HIGHLIGHT IT, AND THEN CLICK THE SELECT BUTTON TO REMOVE THE ADDITIONAL ENTRIES.

ENTER IN AN APPROPRIATE STATUS OF ACCEPTED OR REJECTED, AND THEN CLICK THE SAVE AND NEXT BUTTON TO CONTINUE PROCESSING SIGNATURES.

The screenshot shows the 'Signature Processing' application window. At the top, there are tabs for 'Signature', 'Options', and 'Reports'. Below these, there are links for 'Voter Search' and 'Help'. The main form area contains the following sections:

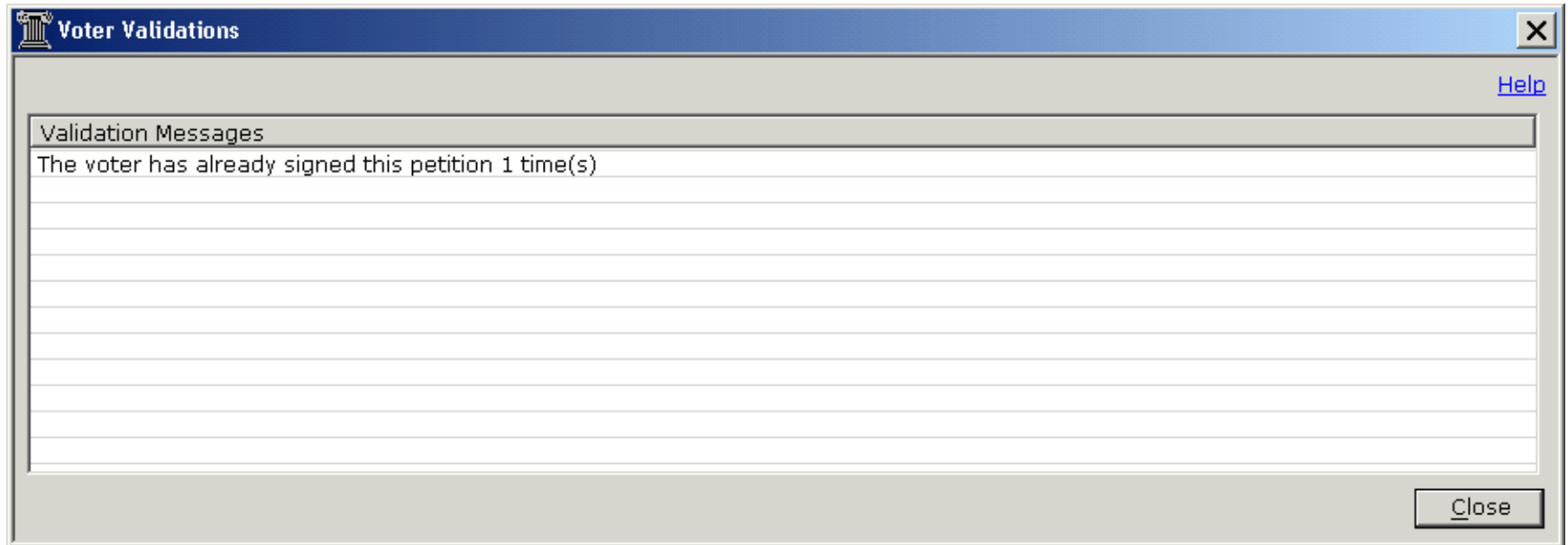
- Petition Information:** Petition #: 03-01, Title: DIVIDE SEELEY LAKE FIRE DISTRICT, Petition Status: Active, Submittal: 1.
- Search Section:** Includes input fields for Last Name (adams), First Name (kathy), Phone Number, House #, Street Name, City, and Zip.
- Mailing Section:** Includes input fields for Address, City/St/Zip, and Country, along with checkboxes for 'Secondary Statewide Search', 'Search Soundex', and 'Search Statewide'.
- Save Section:** Includes a 'Status' dropdown menu (highlighted by an orange arrow pointing to it), a 'Reason' dropdown, 'Sheet #' and 'Line #' fields, and buttons for 'Save & Prev', 'Save & Next' (highlighted by an orange arrow pointing to it), and 'Save'.
- Table Section:** A table with columns: Signatures, Status, Name, Address, and Mailing Address. It contains one entry for ADAMS KATHY F. Below the table are buttons for 'Review Registration', 'Full Image', 'Show All', 'Select' (highlighted by an orange arrow pointing to it), 'Not Registered', and 'Close'.

IF A SIGNATURE IS GOING TO BE REJECTED, BE SURE TO CHOOSE THE APPROPRIATE REASON FROM THE CORRESPONDING DROP-DOWN BOX.

The screenshot shows the 'Signature Processing' application window. At the top, it displays 'Petition #: 03-01', 'Title: DIVIDE SEELEY LAKE FIRE DISTRICT', and 'Petition Status: Active'. Below this is a 'Search' section with fields for Last Name (Doe), First Name (john), Phone Number, House #, Street Name, City, and Zip. A 'Mailing' section follows with Address, City/St/Zip, and Country. The 'Save' section contains a 'Status' dropdown set to 'Rejected', a 'Reason' dropdown menu, 'Sheet # 1', and 'Line # 4'. The 'Reason' dropdown is open, showing a list of options: 'Not Registered - NR' (highlighted), 'Duplicate - DUP', 'Signature No Match - SNM', 'Out of District - OD', 'Illegible - IL', 'Blank Line - BL', and 'Crossed Out - C'. Two orange arrows point to the 'Status' and 'Reason' dropdowns. At the bottom, there are buttons for 'Review Registration', 'Full Image', 'Show All', 'Select', 'Not Registered', and 'Close'.

Signatures	Status	Name	Address
------------	--------	------	---------

ERROR MESSAGES, SUCH AS BELOW, WILL DISPLAY IF YOU ATTEMPT TO PROCESS SOMEONE THAT HAS ALREADY SIGNED THE PETITION, IS CANCELLED, OR IS NOT REGISTERED IN THE APPROPRIATE DISTRICT.



DUPLICATE ENTRIES WILL DEFAULT TO REJECTED, BUT YOU MUST INPUT THE DUPLICATE REJECTION REASON BEFORE MOVING TO THE NEXT RECORD.

Signature Processing
Signature Options Reports

Voter Search Help


Petition #: 03-01 Title: DIVIDE SEELEY LAKE FIRE DISTRICT Petition Status: Active
Submittal: 1

Search
Last Name First Name Phone Number House #
Street Name City Zip

Mailing
Address City/St/Zip
Country ☐ Secondary Statewide Search ☐ Search Soundex ☐ Search Statewide

Save
Status Reason Sheet # Line #
Name Signed Date Record Has Not Been Processed
Comment ☐ Mark For Later Review

Jurisdiction Missoula F9 - Accept, Save & Next F10 - Select, Focus On Reason F11 - No Match, Focus On Name F12 - No Match, Save & Next

Signatures	Status	Name	Address	Mailing Address
	Active	ADAMS KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	PO BOX 238,SEELEY LAKE,MT,59868

IF YOU LOSE YOUR PLACE, YOU CAN RETURN TO THE PETITION SIGNATURE SCREEN AND VIEW ALL PROCESSED LINES BY CLICKING THE SEARCH BUTTON.

WHEN YOU ARE READY TO CONTINUE, CLICK THE NEXT UNPROCESSED
BUTTON TO MOVE ON.

[illegible]

THE “REVIEW REGISTRATION” AND “FULL IMAGE BUTTONS” WILL ALLOW YOU TO ACCESS ADDITIONAL INFORMATION FOR A VOTER.

Signature Processing
Signature Options Reports

[Voter Search](#) [Help](#)






Petition #: 03-01 **Title:** DIVIDE SEELEY LAKE FIRE DISTRICT **Petition Status:** Active
Submittal: 1

Search
Last Name First Name Phone Number House #
Street Name City Zip

Mailing
Address City/St/Zip
Country ☐ Secondary Statewide Search ☐ Search Soundex ☐ Search Statewide

Save
Status Reason Sheet # Line #
Name Signed Date Record Has Not Been Processed
Comment ☐ Mark For Later Review

Jurisdiction Missoula F9 - Accept, Save & Next F10 - Select, Focus On Reason F11 - No Match, Focus On Name F12 - No Match, Save & Next

Signatures	Status	Name	Address	Mailing Address
 Signature of John A. Smith	Inactive	SMITH JOHN A	2037 S 9TH ST W MISSOULA MT 59801	
 Signature of Bruce Smith	Active	SMITH JOHN BRUCE	5665 BISON LN LOLO MT 59847	BOX 1803,MISSOULA,MT,59806
 Signature of John C. Smith	Active	SMITH JOHN C	2016 S 7TH ST W MISSOULA MT 59801	
 Signature of John D. Smith	Inactive	SMITH JOHN D	19400 POND RD FRENCHTOWN MT 59834	P.O.BOX 291,FRENCHTOWN,MT,59834
 Signature of John D. Smith	Inactive	SMITH JOHN D	209 LAGUNA MILLTOWN MT 59851	BOX 397,MILLTOWN,MT,59851

THE FULL IMAGE OPTION WILL ALLOW YOU TO ACCESS ALL IMAGES THAT HAVE BEEN SCANNED FOR THAT INDIVIDUAL.

Image Viewer

Voter Search Help

Registration Card 4/29/2011

75051

SMITH, JOHN C.
2016 S 7TH W
MISSOULA MT 59801

NAME _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

DATE OF BIRTH 8/23/52 PHONE # 2064376 FORMER NAME _____
(If Changed)

PLACE LAST REGISTERED- CITY MSLA STATE MT COUNTY MSLA

ADDRESS WHERE YOU LIVE 2016 S. 7th St. W.

MAILING ADDRESS _____
(if different than where you live)

CHECK **ONLY** IF YOU WISH TO HAVE YOUR REGISTRATION CANCELLED:
☐ CANCEL VOTER REGISTRATION IN MISSOULA COUNTY
You must contact your new county of residence if you wish to register in your new county—your registration is NOT automatically updated.

Signature J.C. Smith Date 4/20/11

Close

NOTE: The full image may be especially useful when signers have entered only a telephone number. They are allowed to write a telephone number on the petition if they choose not to write an address.

Image Viewer

Voter Search Help

Registration Card 4/29/2011

75051

SMITH, JOHN C.
2016 S 7TH W
MISSOULA MT 59801

MISSOULA, MT
APR 28 PM

NAME _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

DATE OF BIRTH 5/23/52 PHONE # 2064376 FORMER NAME _____
(If Changed)

PLACE LAST REGISTERED- CITY MSLA STATE MT COUNTY MSLA

ADDRESS WHERE YOU LIVE 2016 S. 7th St. W.

MAILING ADDRESS _____
(if different than where you live)

CHECK **ONLY** IF YOU WISH TO HAVE YOUR REGISTRATION CANCELLED:
☐ CANCEL VOTER REGISTRATION IN MISSOULA COUNTY
You must contact your new county of residence if you wish to register in your new county—your registration is NOT automatically updated.

Signature J.C. Smith Date 4/20/11

Close

IF AT ANY TIME YOU NEED TO CORRECT A LINE YOU CAN RETURN TO THE PETITION SIGNATURE QUERY SCREEN, CLICK ON THE LINE, AND CLICK THE PROCESS SINGLE RESULT BUTTON TO GAIN ACCESS TO UPDATE ITS STATUS.

Petition Signature Query

Process Options Reports

[Voter Search](#) [Help](#)

Petition #: 03-01 Title: DIVIDE SEELEY LAKE FIRE DISTRICT Petition Status: Active

Submittal: 1 Signature 1 Signature Size: 13 Accepted: 1 Rejected: 2 Remaining: 10

Search

From Page To Status Reason

Date Signed Page # Line # Voter ID

Signature	Page	Line	Name	Address	Voter ID	Sign Status	Sign Reason
1	1	2	ADAMS, KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	100089...	Accepted	
1	1	4				Rejected	Not Regist...
1	1	5	ADAMS, KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	100089...	Rejected	Duplicate
1	2	1					
1	2	2					
1	2	3					
1	2	4					
1	2	5					
1	3	1					
1	3	2					
1	3	3					
1	3	4					
1	3	5					

Jurisdiction

NOTE: IF YOU'VE MISSED A LINE YOU CAN ALSO ADD ADDITIONAL LINES, BY HIGHLIGHTING AN EXISTING LINE AND THEN CLICKING THE "ADDITIONAL LINE BUTTON".

THE NEW LINE WILL ADDED ABOVE THE PREVIOUSLY SELECTED LINE.

When processing a single result such as this, it will only allow you to select the signature and “Save”. You will then need to close the screen and then go to the “Next Unprocessed” line.

Signature Processing
Signature Options Reports

[Voter Search](#) [Help](#)

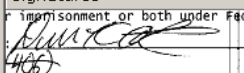
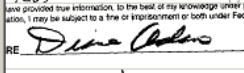
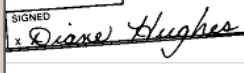
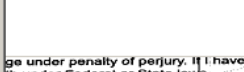
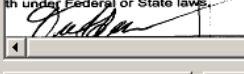
Petition #: 03-01 **Title:** DIVIDE SEELEY LAKE FIRE DISTRICT **Petition Status:** Active
Submittal: 1

Search
 Last Name First Name Phone Number House #
 Street Name City Zip

Mailing
 Address City/St/Zip
 Country ☐ Secondary Statewide Search ☐ Search Soundex ☐ Search Statewide

Save
 Status Reason Sheet # Line #
 Name Signed Date
 Comment ☐ Mark For Later Review

Jurisdiction Missoula F9 - Accept, Save & Next F10 - Select, Focus On Reason F11 - No Match, Focus On Name F12 - No Match, Save

Signatures	Status	Name	Address	Mailing Address
	Active	ADAMS DEVIN K	19555 CLARKSON DR CLINTON MT 59825	PO BOX 44,CLINTON,MT,59825
	Active	ADAMS DIANE L	535 RIVER CT MISSOULA MT 59801	
	Active	ADAMS DIANE	35510 EDS CR RD ALBERTON MT 59820	
	Cancelled	ADAMS DOUGLAS C	240 BLAINE ST MISSOULA MT 59801	
	Inactive	ADAMS DREW J	707 SW HIGGINS AVE # 101 MISSOULA MT	

Clicking the Edit button will allow you to edit the sheet number and line number for the signature that you are processing.

Signature Processing
Signature Options Reports

[Voter Search](#) [Help](#)

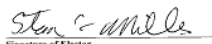
Petition #: L1234 **Title:** Petition to Place Referendum No. IR-125 on the Ballot **Petition Status:** Active
Submittal: 1

Search
Last Name First Name Phone Number House #
Street Name City Zip

Mailing
Address City/St/Zip
Country ☐ Secondary Statewide Search ☐ Search Soundex ☐ Search Statewide

Save
Status Reason
Name
Comment

Jurisdiction Gallatin F9 - Accept, Save & N

Signatures	Status	Address	Original Reg	Effective
 Signature of Elector	Active	1211 NE	02/06/2004	02/06/20

Edit Page Line
Current Sheet # Current Line #
New Sheet # New Line #

Reports

At any time there are several reports that you can run from this Query screen.

Petition Signature Query

Process Options Reports

Query executed: **Circulators** 13 results. [Voter Search](#) [Help](#)

Petition #: **DIVIDE SEELEY LAKE FIRE DISTRICT** Petition Status: **Active**

Submittal: 1 Signature: 1 Signature Size: 13 Accepted: 1 Rejected: 2 Remaining: 10

Search

From Page: Status: Reason:

Date Signed: Page #: Line #: Voter ID:

Signature	Page	Line	Name	Address	Voter ID	Sign Status	Sign Reason
1	1	2	ADAMS, KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	100089...	Accepted	
1	1	4				Rejected	Not Regist...
1	1	5	ADAMS, KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	100089...	Rejected	Duplicate
1	2	1					
1	2	2					
1	2	3					
1	2	4					
1	2	5					
1	3	1					
1	3	2					
1	3	3					
1	3	4					
1	3	5					

Jurisdiction: **Missoula**

THE CIRCULATOR REPORT DISPLAYS ALL CIRCULATORS ENTERED FOR A PETITION.

County: Missoula
User Name : Murray, Zach

Circulators Report Date : 10/07/2011

Petition #	03-01	Status	Active
Title	DIVIDE SEELEY LAKE FIRE DISTRICT		
Type	Initiative / Referendum	Party	
Received Date	12/02/2009	District	SEELEY LAKE FIRE
Petition Scope	City		

Name	Address	City	Phone
DOE, JOHN	123 EXAMPLE STREET, MT 59601	HELENA	
SMITH, JANET L	2699 SHEFFIELD DR, MT 59808	MISSOULA	

The Petition Processing Statistics Report shows the number of accepted and rejected signatures on the petition, as well as the reasons for the rejected signatures.

County: Missoula
User Name: Murray, Zach

Petition Processing Statistics Report

Date: 10/07/2011

Petition Information

Petition Name: DIVIDE SEELEY LAKE FIRE DISTRICT
Date Filed: 12/02/2009
Petition Expires: 07/10/2010
Minimum Signatures Required:
Total Signatures Processed: 3

Processing Signature Summary			
Total Accepted Signatures:	1	(33%)	Of Those Processed
Total Rejected Signatures:	2	(67%)	Of Those Processed

Rejected Reason	Total	(% Rejected)
Duplicate	1	(50%)
Not Registered	1	(50%)

Note: Please be careful about releasing statewide petition totals. Petition sponsors or opponents may think the totals are just for your county. When possible, refer people to the Secretary of State for statewide petition totals.

The screenshot shows a web application window titled "Reports". The main content area displays a "Petition Processing Statistics Report" for Missoula County, generated on 10/07/2011 by user Murray, Zach. The report includes petition information such as the name "DIVIDE SEELEY LAKE FIRE DISTRICT", the date filed "12/02/2009", and the expiration date "07/10/2010". It also shows that 3 signatures were processed, with 1 accepted (33%) and 2 rejected (67%). A table details the reasons for rejection: 1 duplicate (50%) and 1 not registered (50%).

County: Missoula
User Name : Murray, Zach

Petition Processing Statistics Report Date : 10/07/2011

Petition Information

Petition Name : DIVIDE SEELEY LAKE FIRE DISTRICT
Date Filed : 12/02/2009
Petition Expires : 07/10/2010
Minimum Signatures Required :
Total Signatures Processed : 3

Processing Signature Summary			
Total Accepted Signatures :	1	(33%)	Of Those Processed
Total Rejected Signatures :	2	(67%)	Of Those Processed

Rejected Reason	Total	(% Rejected)
Duplicate	1	(50%)
Not Registered	1	(50%)

The petition signers report shows all the names on the petition.

County: Missoula
User Name : Murray, Zach

Petition Signers Report Date : 10/07/2011

Petition Types : Initiative / Referendum Petition : DIVIDE SEELEY LAKE FIRE DISTRICT Petition Submittals : 1 Petition Signature : 1

SUBMITTAL: 1

SIGNATURE: 1

Page	Line	Voter ID	Name	Residence	Status	Verification Reason	House District
1	5	100089618	ADAMS, KATHY F		Rejected	Duplicate	House District 92
1	2	100089618	ADAMS, KATHY F		Accepted		House District 92
1	4				Rejected	Not Registered	

Test Environment MT VOTES

Page : 1

The petition signature statistic report will display statistics for the petition submittals and signatures.

County: Missoula
User Name : Murray, Zach
Petition Signature Statistics Report
Date : 10/07/2011

Petitions # : 03-01
Title : DIVIDE SEELEY LAKE FIRE DISTRICT
Type : INITIATIVE / REFERENDUM
Date Filed : 12/02/2009
Party :
Districts : SEELEY LAKE FIRE

STATISTICS

Total Signatures : 13	Remaining Signatures : 10
Total Sheets : 3	Total Lines : 15
Accepted Signatures : 1	Rejected Signatures : 2
Total Submittals : 1	

reason, and you can search by page # and line # as well.

Petition Signature Query

Process Options Reports

[Voter Search](#) [Help](#)

Petition #: 03-01 **Title:** DIVIDE SEELEY LAKE FIRE DISTRICT **Petition Status:** Active

Submittal: 1 **Signature:** 1 **Signature Size:** 13 **Accepted:** 1 **Rejected:** 2 **Remaining:** 10

Search

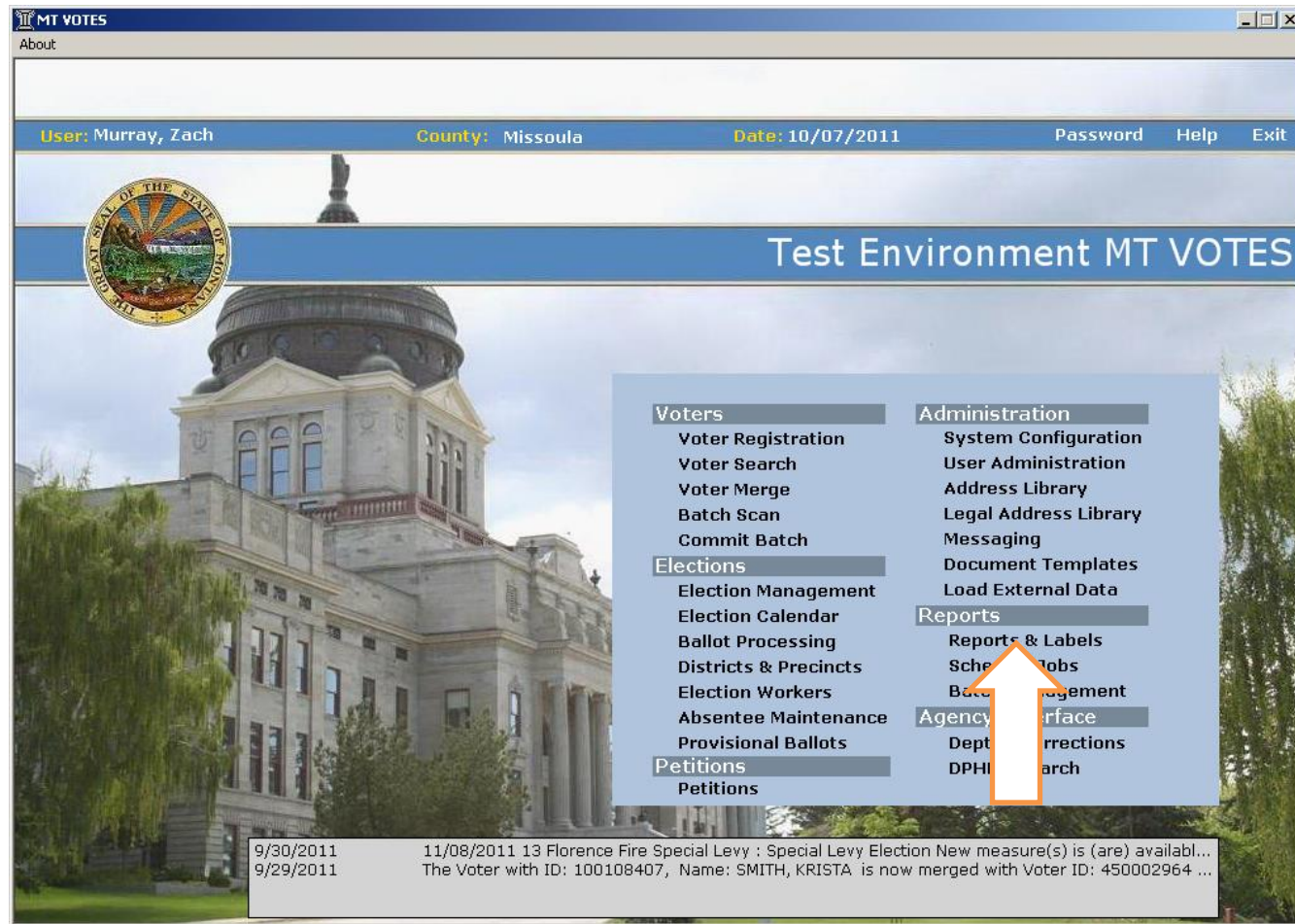
From Page: To: Status: Reason:

Date Signed: Page #: Line #: Voter ID:

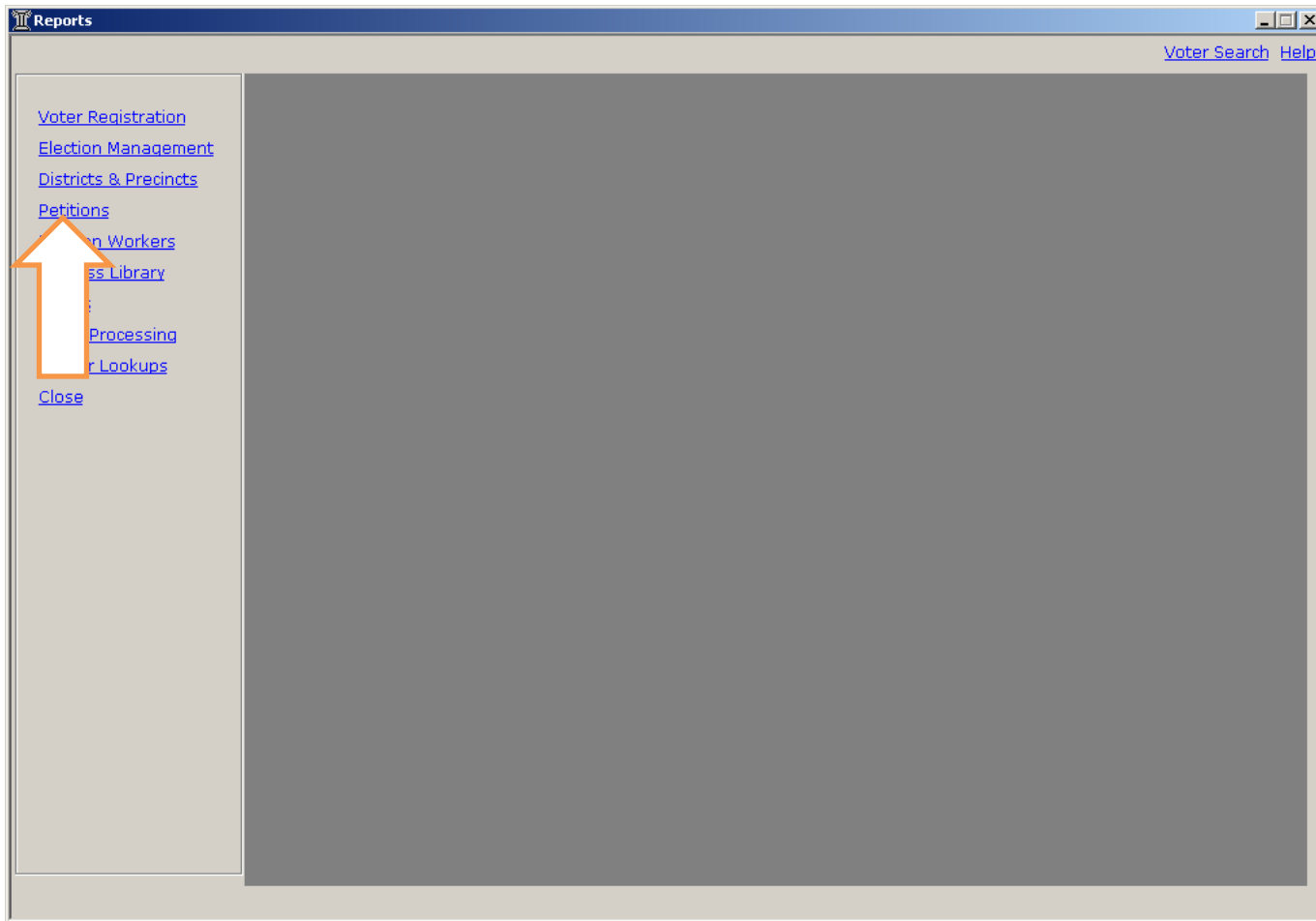
Signature	Page	Line	Name	Address	Voter ID	Sign Status	Sign Reason
1	1	2	ADAMS, KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	100089...	Accepted	
1	1	4				Rejected	Not Rejected
1	1	5	ADAMS, KATHY F	665 SPRUCE DR SEELEY LAKE MT 59868	100089...	Rejected	Duplicate
1	2	1					
1	2	2					
1	2	3					
1	2	4					
1	2	5					
1	3	1					
1	3	2					
1	3	3					
1	3	4					
1	3	5					

Missoula

Reports can also be run from the Reports & Labels module.



Once in the main reports page, go to the Petitions link



The report that is most often used is the PM-009 which gives the number of verified signatures by House District. This is the report that you will complete and send in to the Secretary of State's office when processing statewide petitions.

Reports [Voter Search](#) [Help](#)

County
Missoula

Petition Type
Initiative / Referendum

Petition Name
DIVIDE SEELEY LAKE FIRE DISTRICT

Petition Signatures
All

Status
All

Date Range
From:
To:

Petition Submittals
☐ All Submittals
☐ 1

CODE	NAME
PM-003	Petition Processing Statistics
PM-004	Petitions
PM-005	Petition Signers
PM-006	Petition Signature Statistics
PM-007	Petition Summary Results Verification
PM-008	Petition Signature Page Line Statistics
PM-009	Petition Certification - Statistics by House District
PM-010	Duplicate/Triplicate Signature For Petition
PM-011	Petition Signers / Changed Counties
PM-012	Unfinished Submittals

Sort Order
PETITION
DISTRICT
SUBMITTAL-CODE

If processing a statewide petition, select the
Petition name, type and submittal desired

County
Missoula

Petition Name
DIVIDE SEELEY LAKE FIRE DISTRICT

Petition Type
Initiative / Referendum

Petition Submittals
☐ All Submittals
☒ 1

Date Range
From:
To:

CODE	NAME
PM-003	Petition Processing Statistics
PM-004	Petitions
PM-005	Petition Signers
PM-006	Petition Signature Statistics
PM-007	Petition Summary Results Verification
PM-008	Petition Signature Page Line Statistics
PM-009	Petition Certification - Statistics by House District
PM-010	Duplicate/Triplicate Signature For Petition
PM-011	Petition Signers / Changed Counties
PM-012	Unfinished Submittals

Sort Order
PETITION
DISTRICT
SUBMITTAL-CODE

Folder:

This certification will be attached to the original copy of the signed petitions, completed, and sent into the SOS office by certified mail, within 4 weeks of your receipt of the signed ballot issue petitions.

County: Missoula
User Name : Murray, Zach

Petition Certification - Statistics by House District

Date : 10/07/2011
Report No. : PM-009

To the Honorable Secretary of State of the State of Montana:
I, Vickie Zeier, Election Administrator, of the County of MISSOULA, certify that I have examined the attached _____ sheets
of the petition **DIVIDE SEELEY LAKE FIRE DISTRICT** in the manner prescribed by law and I believe that

Petition Summary:
HouseDistrictNo: HD 092 Total: 1
Grand Total : 1

HouseDistrictNo: HD 092
1 Signatures in Submittal 1
Total: 1
Grand Total : 1

signatures are valid; and I further certify that the affidavit of the circulator of the (sheet) (section) of the petition is attached and
the post office address, residence address, or telephone number is completed for each valid signature.

Note: For statewide candidate petitions and statewide party qualification petitions, send them so that they are received by the SOS within **1 week** of when you receive them, and not later than the final deadline for candidate filing.

Petition Basics to Remember

1. Before you send the original statewide petitions, you must make copies of these petitions to keep in your office.
2. The deadlines for petitions to be submitted to County Election offices, and for election administrators to file certified ballot issue petitions with the Secretary of State's office, can be found on the SOS website at sos.mt.gov/Elections/Ballot_Issues. Some deadlines are also listed on the Montana election calendar.
3. State statute requires that for statewide ballot issues, signature gatherers must be MT residents, and cannot be paid per signature. They do not need to be registered voters, and you are not responsible for policing these requirements.
4. Counties can no longer print the abbreviated ballot language – *the law was changed when the then Attorney General went to vote and found that the polling place did not have the complete text available as required by law.*

5. A notarized Affidavit of Signature Gatherer must be completed for each submittal. A submittal can be up to 25 petition sheets. For example, if a signature gatherer brings in 35 petition sheets they will have to have 2 affidavits attached. (1 for 25 pages and the second one for the 10 remaining pages)

6. If you are not sure of the answer to a statewide petition question, contact the Secretary of State's office elections division at soselections@mt.gov or at (406) 444-5346.

7. For a local petition, refer to 7-5-101 through 7-5-140, MCA and ask your city or county attorney for assistance. If they are unsure of the answer have them contact the Secretary of State's office.

As always, please feel free to contact the Help Desk,
at 1-866-541-6767, with any further questions you
have.

